

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 9

May 6, 2010

SUBJECT: CONFIDENTIAL NATURE OF DEPARTMENT RECORDS, REPORTS, AND INFORMATION - REVISED

PURPOSE: The Los Angeles Police Department receives numerous requests every year for photographs. To clarify the procedure for the release of photographs, this Order revises Department Manual Section 3/405, *Confidential Nature of Department Records, Reports, and Information*.

PROCEDURE: CONFIDENTIAL NATURE OF DEPARTMENT RECORDS, REPORTS, AND INFORMATION - REVISED. The following revisions have been made to Department Manual Section 3/405 in bold:

All official files, documents, records, reports, **photographs/imaging** and information held by the Department or in the custody or control of an employee of the Department shall be regarded as confidential. Employees **shall not** disclose, nor permit the disclosure or use of such files, documents, records, reports, **photographs/imaging** or information, except as required in the performance of their official duties.

Note: Photographs/imaging also includes imaging such as mug shots, in-car video footage, digital interviews, digital photographs, etc.

The remainder of the section remains unchanged.

AMENDMENT: This Order amends Section 3/405 of the Department Manual.

MONITORING RESPONSIBILITY: The Public Information Director, Public Information Office, shall have monitoring responsibility for this directive.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

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